

Smoke Signals

A Publication of Hampton Division of Fire & Rescue

MAY 2013

"Citizens First Because We Care"



From the Fire Chief

There is a lot going on in the Division; here are the updates for the last couple of months.

Promotions

I want to congratulate Assistant Chief Jason Monk on his promotion to Deputy Chief, Lieutenant Shawn Lazar to Captain, and Medic Firefighter Clayton Scarry to Lieutenant. I am confident that these individuals will perform their new duties and job responsibilities in a professional manner and will uphold the mission of the organization.

Budget

The FY14 Manager's Recommended Budget has been released. The City has instituted many cost-saving measures over the last several years. When the national recession hit and real estate revenues declined, Hampton opted not to raise the real estate tax rate to offset those losses. Instead, we cut costs. The challenge this year was not whether to propose an increase in the real estate tax rate, but rather how much of an increase to propose. Three scenarios have been developed for City Council consideration:

Scenario A – Protect the bulk of existing services at a 13-cent tax rate increase – 8 cents for Schools, 5 cents for City operations.

Scenario A – Recommends a salary increase for employees for the first time since FY2008. This increase to employee's base salary will include two components: a 1% cost of living adjustment and an amount equivalent to the bonus that they received last year. In this way, most employees should experience the first increase in take home pay in many years. The amounts are structured to accomplish two goals: recognize top performers and also provide a larger percentage boost to those at the lower end of the salary scale.

Scenario B – Reinvestment in the community and council operating budget priorities, an additional 2-cent tax rate increase to invest in road, school grounds and public space maintenance. This would require a total real estate tax rate increase of 15 cents.

Scenario C – Reinvestment in the city and school capital

investments, an additional 4-cent tax rate each for City and School capital improvements for a total 8-cent additional real estate tax rate increase. This would require a total real estate tax rate increase of 23 cents.

It is anticipated that the FY14 Budget will be adopted on May 8, 2013.

Apparatus Replacement

The city has taken possession of the three engines. These units have been assigned 2, 3, and 7. The outfitting of equipment is taking place at this time. Squad 1, 11, and Ladder 10 are at Atlantic Emergency Solutions in Chesterfield. It is anticipated these units will arrive in Hampton the first week of May. Ladder 9 and Tower 1 are scheduled to be completed and ready for final inspection the second week of May with a delivery in early June.

Staffing

With our FY12 SAFER Grant for 16 additional positions, we were able to take advantage of the veteran's preference and to hire ten veterans. Upon completion of the hiring process, we submitted an amendment to request veteran's extension funding and were awarded an additional year of salaries and benefits. We currently have 5 vacancies that we will look to fill in the near future.

Facilities

A contract has recently been awarded for the modification of the restroom facilities at Fire Station 7. It is anticipated that construction will begin within the near future.

Lastly, I want to thank each of you for all you do each and every day "to provide excellent service which exceeds customer expectations." Thanks again for all you do, and STAY SAFE!

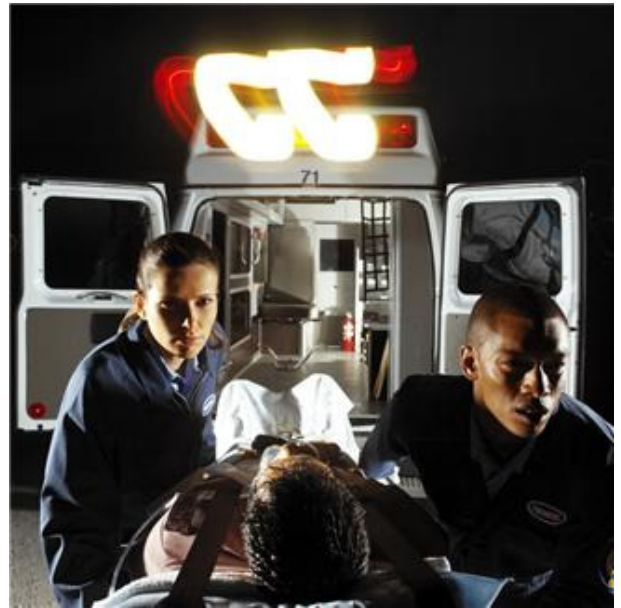
Fire Chief David E. Layman

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Dealing With Emotions—The Other Side of Fire & EMS

As first responders, firefighters and emergency medical technicians come face to face with gruesome situations on a regular basis. These situations are what justify the department. They were a given when the fire fighter/EMT applied for the job. They were the focus of the extensive training that prepared the fire fighter/EMT for the job. They become a reality as soon as the fire fighter/EMT puts boots on the ground. However all the knowing and training does not necessarily prepare the fire fighter/EMT for the reality. The first non-successful resuscitation or the inability to pull the residents out of the house before it collapses can have a psychological impact that can affect the fire fighter/EMT's daily functioning both at work and at home.



Critical Incident Stress Management teaches that events have a powerful impact when they violate a long-held world view. The events of 9/11 and Virginia Tech were such events. We believed that the USA would not be attacked by terrorists and that it was safe to work in a sky scraper because we never dreamed that someone would fly a plane into one. We believed that college students were safe on campus and never thought that a fellow student would bring a gun into a classroom and indiscriminately kill fellow students. Yet these events happened and we all had to change our view of the world.

The death of a child or adolescent raises the world view concern for many people. We accept that death is going to occur for everyone, but we hold the view that children and youth are not supposed to die. When these deaths occur, we may become depressed, angry or guilt-ridden. Indeed, some people experience all of these emotions to the extent that their ability to function is impaired.

Veteran fire fighters/EMTs have learned to cope with situations involving children and youth and make the following recommendations:

Do not ignore your emotions. It is necessary to compartmentalize your feelings while in the middle of the situation so you can focus on tending to the victim. When you have passed the victim to another level of care, it is okay to allow your feelings out. Cry if you need to; express your anger in appropriate ways.

Talk with your co-workers. You are probably not alone in the emotions you have related to the death of a child or youth. Talk with the members of your crew while at the hospital and with the fire fighters/EMTs at the station. Share your thoughts and feelings. Ask the "old-timers" how they cope with these situations and learn from their years of experience.

Express your love to your significant other and to your children. The death of a child or youth has an impact on many people because we transfer the experience of some one else's loss to how we might feel if our child were to die. Be grateful for the opportunity to give hugs and kisses.

Seek help if you find yourself unable to function on the job. If you are having difficulty concentrating, isolating yourself from co-workers, or having on-going emotional outbursts (sadness or anger), it is time to seek help. Talk to a member of the HDFR Critical Incident Stress Management Team or call Optima EAP, 757-363-6777, to schedule an appointment with a counselor. EAP counseling is available at no cost and is completely confidential.

*This article contributed by:
Don Martin, Ed.S., LPC - Director of Optima EAP
Clinical Director of the Hampton Fire & Rescue CISM Team*

In the Community



Coliseum Central Station #10-C personnel participated in the Celebration of the Military Child held on Saturday, April 25th at Peninsula Town Center. The event featured special discounts for the military, children's crafts and activities, as well as resources for military families. More than 500 children attended.

Ken Cunningham/MIRTUCGEN Services, LLC , Photographer



Left: A group of young children donning fire hats and turnout coats visit and tour Willow Oaks Station #7. Above: The crew from Willow Oaks Station were at the Farm Fresh in Willow Oaks Shopping Center to support an event that raised funds for the Children's Hospital of the King's Daughters (CHKD).

National Arson Awareness Week—May 5-11, 2013

Reducing Residential Arson is the theme of this year's Arson Awareness Week.

This week is designed to focus public attention on residential arson fires. The crime of arson in the United States costs taxpayers millions of dollars each year; it displaces families and increases insurance rates. The U.S. Fire Administration's National Fire Incident Reporting System reports an estimated 16,800 intentionally set fires in residential buildings occur annually in the United States. These fires result in an estimated 280 deaths, 775 injuries and \$593 million in property loss each year.

- Five percent of all residential building fires were intentionally set.
- Lighters (22 percent), heat from other open flame or smoking materials (19 percent), and matches (15 percent) were the leading heat sources of intentionally set fires in residential buildings.
- The majority (76 percent) of intentionally set fires in residential buildings occurred in one- or two-family dwellings. An additional 19 percent of fires occurred in multifamily dwellings.
- Forty-one percent of the intentionally set residential fires occurred in vacant buildings.
- Rubbish, trash and waste (8 percent); magazines, newspapers and writing paper (7 percent); and uncontained flammable liquids or gas (6 percent) were the items most often first ignited in intentionally set fires in residential buildings.



Hampton's Fire Prevention Section has a board certified polygraph examiner and two nationally certified Fire Investigators. Hampton is the only fire department in Hampton Roads with Nationally Certified Fire Investigators. The Certified Fire Investigator program is accredited by the National Board of Fire Service Professional Qualifications. Certification is based on attainment of at least 150 points through education, training and experience, as well as a passing grade on a comprehensive examination.

Each of Hampton's investigators is certified to process a fire scene (structure, vehicle or motor craft) and has the sole responsibility to complete his or her own case from start to finish. A typical arson investigation may take several months to complete. They conduct investigations to determine the origin and cause of fires, photograph and diagram the scene, process latent prints and tool impressions, and collect DNA samples. Investigators are dually trained to act as law enforcement officers. Neighborhood canvases, witness and victim interviews, and suspect interrogations are conducted during criminal cases. They also have the power to charge, arrest, and provide written and expert testimony in a court of law to convict persons charged with fire-related or environmental crimes.

The office also has National Fire Academy-certified Juvenile Firesetters Intervention Specialists. The Juvenile Firesetters Intervention Program is a four-week intervention program which services children between the ages 2-18 who have exhibited fire-related behavior. The program is designed to enlighten parents and children about fire safety and the consequences of fire. Not only does this program assess the child's need for educational services, it also provides education for children who have not set a fire, but have been involved in a fire incident or who display a curiosity about fire. During the 2012 calendar year, 15 youths completed Hampton's program.

Hampton is fortunate, too, to have one of only two accelerant detection K-9's in southeastern Virginia. Already this year, Hampton fire investigators have responded to five Arson-related incidents and have arrested four persons (80% success) responsible for setting the fires. Investigators also assisted in the hunt for the Eastern Shore arsonist.

*Fire Prevention Section
personnel contributed to this article*

New Roof Ventilation and Forcible Entry Training Props

Spring has sprung finally! With better weather on the horizon, the Training Section has many new opportunities for all companies to perfect their fire ground performance. The first new addition to the Station 9 training grounds is the roof ventilation simulator. Thanks to the hard work of M/FF Sean Dewitt, assistance from Station 9 personnel, and funds from VDFP, the Hampton Division of Fire and Rescue has a rather large ventilation simulator behind Station 9. All

companies are encouraged to go over the PowerPoint and classroom exercises that are within this quarters training packet and then transition to Station 9 to complete the hands on portion. Companies are encouraged to utilize both hand and power tools while performing this evolution. Station officers will need to complete an Incident Action Plan and submit to both the training



section and their respective Battalion Chief prior to completing the didactic portion.

The second new addition to our training grounds is the forcible entry door. The forcible entry door simulates several techniques that most firefighters have not done since recruit school. The forcible entry prop, although very durable, can be damaged if you do not follow proper procedures while using the door (Approximate weight of the prop is 800 pounds). All of Station 9's members have or will be trained on the proper usage of this prop. I would encourage all companies to again go over the in-service training and then transition to Station 9 for the remaining part of the training. Contact the officers at Station 9 to coordinate the training evolutions.

If you have any questions, please contact the Training Section.

Stay Safe!

Performance Evaluations

All performance evaluations are due to Kerri in Fire Administration by 4:00 p.m. on the designated dates:

May 6th A Shift

May 13th B Shift

May 20th C Shift

May 24th - All Administrative Offices:

Support Services

Fire Chief's Office

Operations: EMS Office, Safety,

Special Operations



Assistant Chief Craig Topping
Training Section

By the Numbers—Fun Statistics

UNIT RESPONSES BY DISTRICT Jan, 01 - Mar, 31, 2013													Out of District	Out of District
Unit	1	2	3	4	5	6	7	8	9	10	11	Total	Count	Pct.
Squad 1	447	37	23	6	1	7	29	9	17	39	8	623	176	28%
Engine 2	31	199	0	33	4	0	24	0	0	0	0	291	46	16%
Engine 3	20	2	244	0	0	6	1	0	13	1	3	291	67	23%
Engine 4	6	24	0	241	12	0	25	0	0	0	0	308	53	17%
Engine 5	3	2	0	26	106	0	22	0	0	0	0	159	106	67%
Engine 6	8	0	6	2	0	261	0	5	37	35	13	368	106	29%
Engine 7	21	12	2	29	5	0	298	0	0	1	0	368	70	19%
Quint 9	18	0	29	2	0	43	1		286	20	1	401	114	28%
Quint 10	31	3	5	1	0	23	4	27	19	289	6	378	116	31%
Engine 11	4	0	0	1	0	29	2	11	2	67	193	309	92	30%
Tower 1	114	15	10	22	6	3	20	9	13	11	2	189	111	59%
Tower 8	10	6	4	3	0	16	5	121	7	29	5	203	85	42%
Medic 1	541	26	47	5	2	0	40	8	13	41	1	725	183	25%
Medic 2	72	290	9	56	5	3	40	1	4	2	1	483	193	40%
Medic 3	92	4	369	3	0	8	2	0	34	10	3	525	156	30%
Medic 4	24	50	2	317	64	0	36	1	2	2	1	499	182	36%
Medic 6	10	1	9	2	0	325	0	8	63	49	102	569	244	43%
Medic 7	66	12	0	43	14	3	386	3	4	13	0	544	158	29%
Medic 8	5	0	2	1	0	13	0	202	7	119	24	373	171	46%
Medic 9	35	1	58	2	0	80	1	2	379	38	5	600	222	37%
Medic 10	54	3	5	3	0	40	16	16	37	569	26	769	200	26%
Total	1,612	687	824	798	219	860	952	423	937	1,335	394	8,975	2,851	32%

If there is a statistic or performance measure that you would like to see in this section, send an email to dlong@hampton.gov.

Dennis W. Long, Management Analyst
Support Services Administration



Hoop-De-Do

On Saturday, March 23rd, a basketball game to benefit the Foodbank of the Virginia Peninsula pitted Hampton Fire & Rescue against the Hampton Police Division. The game was held at the Fort Monroe Community Center. Pictured left is the Fire & Rescue Team. The Police Division won the game by 3 points with a final score of 67 to 64.

Conferences



Dwight C. Jones, Mayor

2013 EQUITY & DIVERSITY CONFERENCE

**CHALLENGE IT,
CHANGE IT,
IT'S OUR FUTURE!**

August 7 - 10 , 2013

Hilton Garden Inn &

Greater Richmond Convention Center

Hosted By: Richmond Fire and Emergency Services

**For More Information visit us at:
www.rfdgov.com**

Co-Hosted by: The City of Roanoke in partnership with
Roanoke County and the City of Salem

**Contact us at:
Fire-EDC2013@richmondgov.com
804-646-5051**

Sponsored By:



Supported by:



The 21st Annual Equity & Diversity Conference is a three day conference consisting of breakout sessions, a dynamic keynote speaker, and the opportunity to network with public service partners.

For the first time, this year's conference, hosted by Richmond Fire Department, changes the direction of the conference by bringing in all of the public safety agencies to create a true Equity & Diversity Conference. The conference will enable all public safety agencies to provide the best possible emergency services to the citizens they serve.

Wednesday, August 7, 2013

3:00 pm – 7:00 pm Registration

6:30 pm – 8:30 pm Meet and Greet at Gibson Grill

Thursday, August 8, 2013

7:00 am – 4:00 am Registration

8:00 am – 5:00 pm Opening Ceremony, Keynote Speaker, Breakfast and Lunch, and Concurrent Sessions

6:00 pm – 8:00 pm Reception at Hilton Garden Inn

**** Dinner on your own ****

Friday, August 9, 2013

7:00 am – 12:00 pm Registration

8:00 am – 5:00 pm Breakfast and Lunch, Concurrent Sessions, Keynote Speaker

6:30 pm – 10:00 pm EDC Cookout on Brown's Island

Saturday, August 10, 2013

8:30 am - 9:30 am Breakfast

9:30 am – 11:00 am Keynote, Closing Ceremony

SAVE-THE-DATE

5th Annual Women in the Fire Service Conference

**BREAKING DOWN
BARRIERS**
Paving Our Path

Honoring and Promoting Women Within Public Service

Portsmouth Fire, Rescue & Emergency Services

OCTOBER 1-3, 2013

Portsmouth Renaissance Hotel • Portsmouth, Virginia

Portsmouth Fire Department will host its 5th Annual Women in the Fire Service Conference. The conference was designed with the primary focus of promoting leadership excellence in women within the field of public service.

This year's theme is Breaking Down Barriers, Paving Our Path.

The Conference provides a forum for sharing and connecting with other fire service leaders at all levels and reinforcing the vital presence of women in the profession.

Employee Spotlight



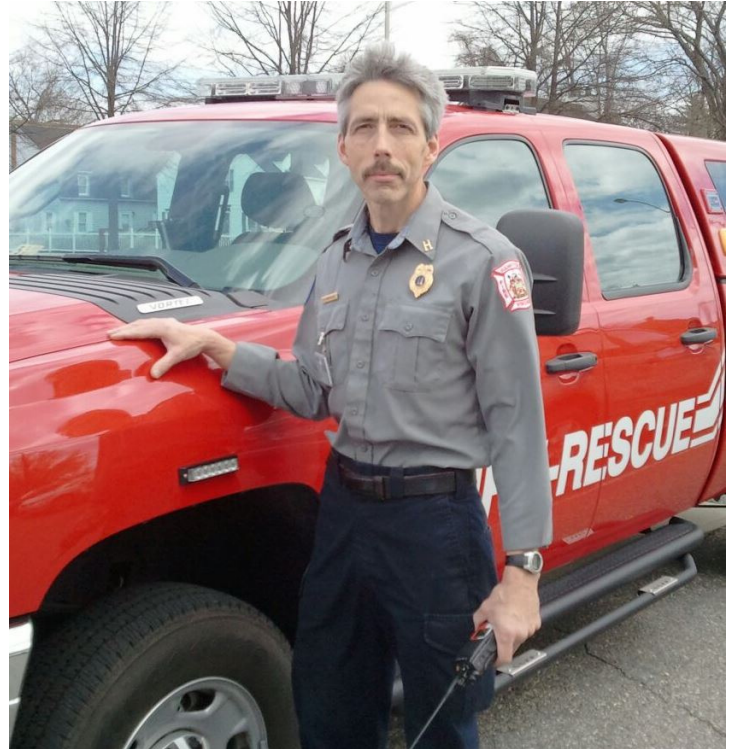
He grew up on St. Paul, Minnesota's eastside in the Italian neighborhood called Railroad Island; an area approximately 180 acres in size, bound by railroad tracks on the north and west. His siblings, 2 brothers and 3 sisters, still call Railroad Island home.

Today, Captain Michael J. Barilla calls Virginia Beach home. He has lived there with wife Linda, since transitioning from the Navy. Together they have two adult sons; one a navy diver, and the other a civil engineer. As for what he is personally most proud of—he says, family, and the anticipation of the birth of his first grandchild, which is just around the corner.

"Mick" as he is more commonly known, came to the Division shortly after the completion of his 4 years of active-duty. He did a little firefighting in the Navy, however his interest in the fire service was primarily formed as a child, watching the old Adam-12 and Emergency! TV series. Mick says he always knew he would be either a police officer or a firefighter. He almost lost out on his opportunity for the latter. Mick says his wife heard that Hampton Fire Department was hiring and he decided to apply. Being relatively new to the area, he had never been to Hampton. He was nervous, didn't know his way around, and turned around and headed back home as soon as possible after coming through the tunnel. He stopped by his wife's job to let her know what happened. A co-worker overheard the conversation and offered a map—a map that though now tattered, he has kept all those years. He made it just two hours before the interviews ended.

Now, 27 years later, he is a Captain at the Downtown Hampton Station. Mick says the last 27.5 years have been good ones; he considers himself lucky to have his family, his health, good friends, and a job that he still loves despite what raise we do, or don't get.

What he finds most rewarding in the Division is working with new employees, showing them the way and then watching as they become self-sufficient. Of his plans for



the future, he feels that he still has a lot to offer; he can make a difference, and would like to become a Battalion Chief. But truthfully, in 5 years time, he will be 55; it may be time to begin thinking about retirement. As he says, "You can't stay on the carnival ride forever!" When the time comes to start that new chapter he is certain that he'll be able to look back with no regrets.

One challenge he sees in the Division is the need for generational leadership—leadership that evolves to meet the needs of the workforce. There are many young and relatively inexperienced officers who no longer receive the same type of mentoring as in years past, and in addition, the work ethic has changed. He likens it to the insidious effect of rust; you initially notice only a small spot, but without paint, in time, it shows all over. He says, we are, however, moving in the right direction.

Though others sometimes see him as no-nonsense and stern, he says he is really quite the opposite. He describes himself as being straightforward, upbeat, positive and caring. What most don't know is that he is basically very shy, private, and uncomfortable in crowds.

In his time away from the station, Mick enjoys spending time with family, exercise, yard work and general handyman activities, along with art and drawing.

Lynn Cherry-Miller
Fire Chief's Office

Bad Behaviors on Social Media Betray Public Trust

By Billy Goldfeder



Millions of people woke up Easter morning to find this headline in their newspapers and RSS feeds: EMS Workers Post Gory, Private Photos of Patients Online.

It's dumb for any firefighter, EMT or paramedic to post anything work-related anywhere on the Internet that has any chance of being perceived negatively by anyone. We work for public. If you can live without posting, do it. If you can't, call your EAP.

It's dumber still to be a firefighter, EMT or paramedic and post any incident photos without your department's clear authorization.

One image showed a heavy-set woman in a wheelchair with the words "Wide Load" running over it. Such images highlight the problems of prejudice — the preconceived judgment or opinion or an adverse opinion or leaning formed without just grounds or before sufficient knowledge and understanding

Everyone has some small level of prejudice — it's human nature. But if we apply to "serve the public," I hope that background and psych tests might determine who is best suited to serving the public with the least amount of prejudice and who is best suited for doing something else. If you dislike or hate being around people who will need your help, it just doesn't make much sense to do so. And if you think that your attitude toward "them" won't impact your ability to serve, you're fooling yourself.

Assuming that you made it through the testing process, you now are serving in a profession trusted more than any other. And we are expected to define trust continuously, taking care of "them" as you would your own mother as opposed to taking a few photos of their real bad day — and then sharing them.

This job can bend us, but that's not an excuse or "free pass" to fail trust. People need us on their worst days and sometimes just on their bad days. If you are filled with anger or rage, talk to someone — don't post it. Post nothing that even remotely could be perceived negatively by anyone. Know your Department's SOPs, and relevant state and federal laws. And when you go through your next HIPAA review, actually pay attention.

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Deputy Chief Monk says to stay tuned to the Division's efforts to increase social media awareness through policy and a public push to enhance communication with its internal and external customers by getting out into the community "virtually" and interacting with our customers.

Camp Fury Debuts

The Girl Scout Council of the Colonial Coast and Hampton Division of Fire & Rescue will debut Camp Fury this summer at Briarfield Station #9. Registration for the camp, open to girls in grades 9



through 12, is \$100. Sessions will be held from 8am to 5pm daily beginning June 25 and ending on June 28. Graduation is scheduled for Saturday, June 29.

The goal of the camp is to build teamwork, self-confidence and respect while learning about the fire department. Girls will have the opportunity to experience firefighting and emergency operations techniques, and connect with women currently in the profession.

Camp Fury was started in Arizona. This year will be their 5th year. The enthusiastic response to Camp Fury in Tucson led to the creation of Camp Fury in Yuma with over a dozen girls in attendance. We are hoping that we get the enthusiasm here in Hampton to make this camp grow every year. Contact Medic Firefighter Jami Salvio for more information, 757-508-1736.

1st Annual Volunteer Fire & Rescue Service Awards

Since April is National Volunteer's Month, it was the perfect time to reflect on and recognize the contributions of our volunteer contingent over the past year. The Division sponsored the 1st Annual Volunteer Fire & Rescue Service Award Program and Banquet on Saturday, April 13, 2013. Over 200 guests including City officials and councilmembers attended.

Photos were taken by Ret'd Captain Brian Rueger. Additional photos are available on his Photobucket site by following this link, <http://tinyurl.com/cydp67f>.



Tryouts & Training



Fire Division members prepare to participate in Technical Rescue (TRT) team qualification testing on April 19, 2013. To the left, a prospective team member rappels down the training tower behind Briarfield Station #9. The testing was conducted by Assistant Chief Thomas Hinton, Special Operations. Photos: M/FF Amanda Sibert

Below: Members of Citizens Fire Academy Class #3 pose for a picture with Volunteer Fire Chief Keith Selby and members of Hampton Volunteer Fire Company. The photo was taken following their class session on Vehicle Extrication taught by Chief Selby. To date the class has covered: Organizational Overview and Fire Boat-5 and Mobile Command-1/Radio Cache.



Trains, Planes & Automobiles—Steps for Department Travel

1. Completely fill out HDFR's Training Request Form. You can find the Meals & Incidental Travel Expenses information on HDFR's Intranet under Finance/Admin —> Travel. This information will show you what your meal per diem will be. If the city or county you are traveling to is not on the form, the per diem is \$35.
2. Make sure the registration form (completely fill out) and any other pertinent information for the trip is attached to the Training Request Form.
3. Registration, travel arrangements and travel advances cannot be processed without all the correct signatures on the Training Request. It is your responsibility to check on your training request and make sure it is moving up the chain of command in a timely manner. Once it is received in Fire Admin, Chris will email you and let you know your training request has been approved and your registration is being processed.
4. Be aware of any registration deadlines. Most registrations can be paid via a city credit card to save time but some registrations cannot be paid on line so getting the Training Request and registrations to Fire Admin at least two weeks before the deadline for registration is a must.
5. Once the Training Request and registration get to Fire Admin, the registration will be paid ASAP and in the quickest manner. The other travel arrangements will need about 7-10 days before your departure date to be processed in time for your trip.
 - a. If you need a vehicle for your trip, talk to Assistant Chief Mike Birdsong to see if there is a city vehicle available. This is preferred but if you must take your personal vehicle, get approval to request reimbursement for mileage first.
 - b. If you need lodging, you can reserve your room with your own credit card or Chris Gallagher can reserve it with a city credit card. All rooms are paid with cash given to the traveler in a Travel Advance.
 - c. If you need air fare, please be specific about days and times of departure & returns. You can look online for flights and then send the info to Chris Gallagher to book your flight. Remember to add your "emergency contact's name & number" and supply your cell number and your birth date. Most airlines ask some if not all of these questions and the flight cannot be booked without the information needed. Your flight information will be emailed to you once the flight is booked.
 - d. The need for a rental vehicle should be approved before one can be reserved.
 - e. Per diems: most per diems (cost of meals per day) are \$35 but some of the larger or more popular cities/counties have a higher per diem. Check the Meals & Incidental Travel Expenses information on the HDFR Intranet.
6. Travel Advances will be processed and you should find them in your personal bank account a week or two before your trip.
7. A copy of your Statement of Travel will be emailed to you in advance so you will know how much your travel advance will be. While on your trip, keep all your receipts for things like airport parking for your personal vehicle, baggage, shuttles/cabs, car rental agreement/invoice, and fuel for car rental, meals, and the detailed lodging receipt. If you keep your meals within the daily per diem, you will not have to supply meal receipts. If you don't keep your receipts, you cannot be reimbursed.
8. When you return from your trip you have 5 business days to reconcile your Statement of Travel with Chris Gallagher in Fire Admin. You will need the copy of your Statement of Travel form and all of your receipts. If you have travel funds left over from your trip, you will need to supply a check, money order, or cash (in the exact amount) for those funds to be returned to the city. All checks or money orders should be made out to: City of Hampton. If by chance you had to pay something out of pocket and did not have enough travel funds, you can be reimbursed for any approved purchases. After your travel is reconciled with Chris Gallagher in Fire Admin, the paperwork/money will be forwarded to the city's Finance Department.
9. If you have any questions regarding travel, please contact Chris Gallagher @ 727-6420 or cgallagher@hampton.gov.
10. For those of you with City credit cards that can be used for travel, please remember: You need to keep the original receipts for your Visa reconciliation at the end of the month but you still need to fill out a Statement of Travel Form (also found on HDFR's Intranet under Finance/Admin —> Travel) and attach a copy of all your receipts. This Statement of Travel should accompany your Visa Spend Report at the end of the month. Also, if you purchase a meal for someone other than yourself, please fill out the Visa Business Meals Form (found on the Intranet under Finance/Admin —> BOA Visa) and attach your receipt copy to the form.



May Birthdays

LOWE, CHRISTOPHER D
 BARGER, KERRI D
 BIRDSONG, MICHAEL
 DAVIS, DOUGLAS L.
 DAVIS, ROBIN L.
 HUDSON, WILLIAM A
 PERSONS, CHRISTOPHER L.
 KNICK, ERIC B.
 MICHAUD, DANIEL K.
 ALLEN, BRYAN M.
 FLORA, WALTER S.
 JOHNSON, JR, ALPHONSO
 REAVIS, CHARLES C.
 CARTWRIGHT, JOSHUA L.
 CRAWFORD, JASON R.
 DEON, MICHAEL D.
 MERCER, CHEERIE E.
 JOHNSON, VERONICA D.
 SMITH, ANTHONY R.
 BROWN, JOSEPH E.
 MESSIER, KATHERINE M.



June Birthdays

MCCORKLE, CAMERON L.
 BEAVERS, JOSHUA D.
 FIRTH, JESSICA F.
 SPALDING, JOSEPH M.
 SULLIVAN, BRIAN E.
 HARRIS, BENJAMIN L.
 NICHOLS, DENEEN M.
 BOOK, LESLIE E.
 BARNETT, DAVID
 POWER, ELIZABETH M.
 SHELTON, CURT W.
 KENNEDY, JACOB H.
 REEVES-NOBLES, BETTIE E.
 DIERSTEIN, DAVID N.
 KNIGHT, JASON A.



Future Firefighter



Samuel Cantwell
 March 29, 2013
 7lbs., 19" long

SUBMISSION DEADLINE FOR AUGUST ISSUE

Monday, July 15th
 Submit Your Info, Suggestions, Questions to:
 Lynn, Icherry@hampton.gov